



Code: 0527
Family: Library
Service: Administrative
Group: Clerical, Accounting and General Office
Series: Library

CLASS TITLE: LIBRARY DIVISION CHIEF

CHARACTERISTICS OF THE CLASS

Under direction, functions at the managerial level, directing the operations of a major division within the Chicago Public Library and performs related duties as required

ESSENTIAL DUTIES

- Directs and evaluates professional and paraprofessional staff engaged in developing and administering division programs and services, providing reference assistance to patrons, and developing the division's collection of books and materials
- Evaluates the quality and effectiveness of division services and implements modifications to improve operations
- Oversees the development of new programs to meet the needs of library patrons
- Participates in long range planning and in the development and interpretation of library policies and procedures
- Prepares the division's annual operations and personnel budgets and monitors expenditures ensuring fiscal responsibility
- Oversees personnel administration activities for division staff
- Assesses training needs, coordinates staff development programs and mentors staff through in-service training, seminars, and conferences
- Identifies alternative funding sources (e.g., grants) to fund division programs
- Analyzes reports on patron usage of programs and services and uses findings to plan programs and allocate resources
- Creates and/or works with public information campaigns to increase awareness and utilization of library's collections and programs
- Establishes and maintains partnerships with city agencies and local organizations (e.g., civic and cultural institutions, schools) in order to promote library use and programs
- May oversee the circulation of materials and establishes policies for the lending of special collections
- May participate in the development of service contracts for vendors supplying division books and materials

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited American Library Association college or university with a Master's degree in Library Science or an approved foreign credential evaluation plus five years of professional library experience of which three years are in a supervisory role related to the responsibilities of the position.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *applicable department policies, procedures, rules and regulations
- *management and supervisory methods, practices and procedures
- *the use of equipment and materials specific to your job
- *library administration
- *library organization, procedures, policies, and objectives
- *trends in library resources
- *the book market, trade bibliographies and other library tools and selections
- *collection development techniques and methods
- *reference services and resource policies, procedures and practices
- *the methods and techniques used to plan and organize events (e.g., artistic performances, exhibits, etc.)
- *grant administration policies, methods, practices and procedures
- *budget preparation and analysis

Considerable knowledge of:

- *applicable federal, state and local laws, statutes, regulations and guidelines
- *applicable computer software packages and applications
- *on-line library systems
- *specialized library programs and services
- *marketing and promotional strategies

Moderate knowledge of:

- *circulation practices and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Librarian IV class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- TIME MANAGEMENT – Manage one's own time or the time of others
- *SERVICE ORIENTATION - Actively look for ways to help people
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Librarian IV class

Abilities

- *COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- *SPEAK - Communicate information and ideas in speaking so others will understand
- *COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- *WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Librarian IV class

Other Work Requirements

- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- *LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- *ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- *ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Librarian IV class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2012